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FINANCIAL REPORTING SPECIALIST II
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF REVENUE
INSURANCE COMMISSION
FINANCIAL ACCOUNTING
KANAWHA

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: PERFORMS FINANCIAL ACCOUNTING WORK ON A PROFESSIONAL BASIS IN ACCORDANCE WITH GENERALLY ACCEPTED ACCOUNTING PRINCIPLES (GAAP). RESPONSIBLE FOR TIMELY PREPARATION OF FINANCIAL STATEMENTS IN ACCORDANCE WITH GAAP ON A MONTHLY AND ANNUAL BASIS. THIS POSITION WILL PROVIDE ASSISTANCE TO THE EXTERNAL CONTRACTED CPA FIRM PERFORMING THE ANNUAL AGENCY AUDIT OF GAAP STATE FINANCIAL STATEMENTS WHICH INCLUDES ASSISTING WITH THE PREPARATION OF THE CLOSING BOOK INFORMATION AND THE FOOTNOTES AND REQUIRED SUPPLEMENTARY INFORMATION. REVIEWS CUMULATIVE CLAIMS DATA TO CALCULATE THE MONTHLY BENEFITS PAYMENTS. UTILIZES STATE ENTITY WORKERS' COMPENSATION (SEWC) FUND DATA BY POLICY YEAR TO ASSIST IN THE PREPARATION OF COMMUNICATIONS CONFIRMING LOSS FUND TOTALS. SERVES AS THE AGENCY WVOASIS EXPERT AND WILL ASSIST WITH THE IMPLEMENTATIONS OF THE NEW ACCOUNTING SOFTWARE QUICKBOOKS TO BE USED IN CONJUNCTION WITH THE WVOASIS FOR REPORTING. ASSIST THE TAX UNIT IN REVIEWING TAX FILINGS SUBMITTED BY INSURANCE COMPANIES AND SURPLUS LINES LICENSEES TO VALIDATE ACCURACY IN ACCORDANCE WITH WV CODES 23 AND 33. PERFORMS COMPLICATED ANALYSIS USING AN ACTUARIAL CASH FLOW MODEL, REVIEWING INFORMATION TO ASSIST IN MAKING FINANCIAL DECISIONS RELATED TO THE WORKERS' COMPENSATION CLAIMS LIABILITY FOR THE OLD FUND. ROTATES BIMONTHLY WITH THE PREPARATION OF THE CASH STATEMENTS AND ALLOCATIONS ON ELEVEN FUNDS AS WELL AS THE MONTHLY RECONCILIATION OF THE INVESTMENT MANAGEMENT BOARD FUNDS STATEMENTS. MUST BE PROFICIENT WITH PIVOT TABLES AND HAVE A KNOWLEDGE OF GOOGLE WORKSPACE. PERFORM OTHER DUTIES AS ASSIGNED.

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REQUIREMENTS: TRAINING: BACHELOR'S DEGREE FROM AN ACCREDITED
FOUR-YEAR COLLEGE OR UNIVERSITY WITH AT LEAST 24
HOURS IN ACCOUNTING. PREFERENCE MAY BE GIVEN TO
APPLICANTS WITH CPA CERTIFICATION, A MASTER OF
PUBLIC ACCOUNTANCY OR MASTER OF BUSINESS
ADMINISTRATION.
EXPERIENCE: TWO YEARS OF FULL-TIME OR EQUIVALENT
PART-TIME PAID EXPERIENCE IN PREPARING AND
REVIEWING GAAP BASED AUDITED FINANCIAL STATEMENTS
OR MAINTAINING ACCOUNTING SYSTEMS WHICH SUPPORT
THE PREPARATION OF GAAP BASED AUDITED FINANCIAL
STATEMENTS WHICH INCLUDED SUBSTANTIAL EXPERIENCE
WITH APPLICABLE PC SOFTWARE.
SUBSTITUTION: SUCCESSFUL COMPLETION OF GRADUATE
STUDY IN THE ABOVE AREAS MAY BE SUBSTITUTED FOR
THE REQUIRED EXPERIENCE ON A YEAR-FOR-YEAR BASIS.
A CPA CERTIFICATION SHALL BE CONSIDERED EQUIVALENT
TO THREE YEARS OF EQUIVALENT EXPERIENCE.
FOR REALLOCATION OR PROMOTIONAL PURPOSES ONLY:
EXPERIENCE: THREE YEARS OF FULL-TIME OR
EQUIVALENT PART-TIME PAID EXPERIENCE AS A
FINANCIAL REPORTING SPECIALIST 1.

SALARY: PAY GRADE 017 \$36,779.04 - \$68,040.96

DEADLINE: SEPTEMBER 12, 2021

TO APPLY: SEND DIVISION OF PERSONNEL APPLICATION TO:
CHRISTINA WICKLINE
900 PENNSYLVANIA AVE
CHARLESTON, WV 25302

PLEASE INCLUDE POSTING NUMBER INS22012 ON APPLICATION